



Learning Center Volunteer Job Description

Program Overview:

More than 1,000 children attend our free after-school and summer learning programs at 12 on-site Learning Centers. We focus on academic success, as well as fun enrichment activities. The children and teens who we serve excel at school and maintain a B+ average or above. We work closely with neighborhood schools and teachers to ensure students are meeting their academic goals and provide one-on-one support for the students who need it most. We also actively engage parents in their children's education by encouraging their participation in our programs.

Volunteer Position Overview: Learning Center volunteers help with homework and academic enrichment activities to improve children's grades or share your talents by leading enrichment activities.

RESPONSIBILITIES:

- Work with students to answer questions related to homework assignments.
- Review homework instructions and help the students better understand.
- Proofread homework papers, looking for errors and ways for the students to easily improve their assignments.
- Teach students to use reference materials.
- Model and reinforce literacy and good basic study skills.
- Support the education and enrichment of the students by organizing and implementing supplementary materials for student use.
- Assisting with crafts, providing computer support, and related tasks, as requested by the Learning Center Coordinator.
- Other duties as requested by the Learning Center Coordinator.

POSITION REQUIRES:

- Volunteers age 16 years or older.
- Ability to maintain confidentiality.
- Ability to respond appropriately to students while establishing a good rapport.
- Adaptable to helping children using the methods by which they have been taught.
- Ability to work independently and as part of the learning center volunteer-staff team.
- Ability to use a computer.
- Should be excellent communicators, be comfortable working with children ages 5-12
- Demonstrate patience and a concern for students and their educational needs.

TIME INVOLVEMENT:

- Our Learning Center volunteer shifts are generally available Monday - Thursday between 3:30 – 6:00 pm during the school year and Monday – Friday between 10:00 am – 3:00 pm for the summer day-camp program (shifts vary by learning center). Volunteers are asked to commit to a regular weekly schedule of 2-3 hours/week for the semester.

TRAINING:

Volunteers will be required to attend an orientation with the Learning Center and Volunteer Coordinators.

SAFETY: Volunteers working directly with our students will be subjected to a background check.